

ASPIRA, Inc. OF NEW JERSEY



EXECUTIVE OFFICE

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July 10, 1992

Mr. Alan V. Lowenstein
65 Livingston Avenue
Roseland, New Jersey 07068-1791

Dear Mr. Lowenstein:

As discussed, I have enclosed those documents/letters that might assist you in preparing a response that addresses the concerns raised by Ms. Hilda Rosario.

In addition, I am hopeful that the following chronological events may also be of some help as well.

- o Board meeting held on June 4, 1992. One of the items for discussion was the Executive Director's (H. Rosario) performance. The Board held a "closed session" in which after hearing from the Executive Director we reviewed her 1991-1992 performance. A vote was then taken (7 to 5) by the Board, the majority of the Board chose not to renew her contract which is due to expire on July 11, 1992 (see enclosure).
- o Executive Committee was charged to meet on June 13th to present at a June 15th Board meeting, recommendations regarding her tenure with Aspira. On June 12th a letter was prepared and approved on June 13.
- o June 15 the Board met and learned from Margaret Rivera that Hilda Rosario did not concur with the terms of the contract and the Board directed M. R. Rivera to prepare severance package which was mailed but also communicated to H. Rosario on June 16, 1992. Upon receipt of severance packet Hilda Rosario spoke to M. Rivera on June 22, 1992 when she informed M. Rivera that the severance package was not

acceptable. Ms. Rivera advised H. Rosario to think about it and would speak to her on June 24, 1992.

- o June 24, 1992 H. Rosario called and spoke to M. Rivera and indicated she would announce to staff her resignation on June 26 and we both agreed to communicate to her staff, reason for resignation was no agreement to contract.
- o On June 26, 1992 met with H. Rosario alone as well as with staff. When we met alone we discussed her vacation pay as well as her \$4,000 check for fiscal year 1991-1992.

At no time in my conversations with Ms. Rosario did I use the words "fire or terminate." I consistently referred to extension of contract.

I hope this is helpful. I am sending you the following:

- o Attorney's letter from William Agrait
- o 1988-90 Contract
- o 1990-92 Contract
- o Contract letter extension
- o Severance package letter
- o Vacation letter (pay)
- o Personal Policy Manual
(being faxed to you)

During this weekend, I will be participating at our annual Aspira Retreat and can be reached on (609) 921-3600. This is the Henry Chauncey Conference Center at ETS in Princeton. Should you have any questions, please feel free to call me.

My business telephone number is (201) 740-3758. I can be reached there on Monday, July 13, 1992.

Sincerely,



Margaret Rosario Rivera